

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

February 6, 2024

**FROM**

**TRACY REECE, Chief Probation Officer, Probation Department**

**SUBJECT**

Amendment to Contracts for Probation Training Courses

**RECOMMENDATION(S)**

Approve the following Amendments to extend contract terms by three months, and update standard contract language, for the provision of training courses to sworn and non-sworn Probation Department personnel, with no change to the aggregate amount of \$2,529,960, for the total contract term of April 1, 2019 through June 30, 2024:

1. **Amendment No. 1** to contracts with the following agencies:
  - a. Island Consulting & Training, **Contract No. 19-150**
  - b. Tasha's Training and Consulting, LLC, now known as TTC4Success, **Contract No. 19-152**
  - c. L.E. Professional Standards Training, **Contract No. 19-153**
  - d. Prism Presentation & Trainings, **Contract No. 19-154**
  - e. ML Eslinger & Associates, Inc., **Contract No. 19-156**
  - f. Protech EMS, **Contract No. 19-157**
  - g. Teresa Ethridge, **Contract No. 19-160**
  - h. National Council on Crime and Delinquency, now known as Evident Change, **Contract No. 19-166**
2. **Amendment No. 2** to contracts with the following agencies:
  - a. Certified Safety Instructors, **Contract No. 19-148**
  - b. Embassy Consulting Services, LLC, **Contract No. 19-151**
  - c. Armitage Tactical, **Contract No. 19-155**
  - d. Ami Davis, **Contract No. 19-158**
  - e. Edwards Leadership Group, now known as Thrive Academics, Inc., **Contract No. 19-162**
  - f. Serrato & Associates, Inc., **Contract No. 19-164**
  - g. DPrep, Inc., **Contract No. 19-165**

(Presenter: Tracy Reece, Chief Probation Officer, 387-5692)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations**

**Operate in a Fiscally-Responsible and Business-Like Manner**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The aggregate amount of \$2,529,960 for the provision of training courses is funded with

## **Amendment to Contracts for Probation Training Courses February 6, 2024**

2011 Realignment funding, including the Youth Offender Block Grant and Assembly Bill 109 funding. Adequate appropriation and revenue have been included in the Probation Department's (Department) 2023-2024 budget and will be included in future recommended budgets.

### **BACKGROUND INFORMATION**

The Department's Training Division develops an Annual Training Plan (Plan), that is developed and approved by the Department to establish general guidelines and to fulfill annual training requirement hours for sworn and non-sworn personnel, as required by the Department, County, State, and/or the Federal Government.

The Plan includes training courses that enhance current job skills, develop skills for future assignments, and benefits general professional development and personal growth. Additionally, the Training Division verifies sworn personnel meet the minimum training requirements required by the Board of State and Community Corrections (BSCC). The Department has determined a need for outside training organizations in order to address certain aspects in the training curriculum which cannot be taught by Department staff. Specific classes under the Standard and Training for Corrections, such as Force Options and Law Update, must be taught by certified specialized master trainers in order for the Department to be in compliance with BSCC minimum requirements.

On March 19, 2019 (Item No. 22), the Board of Supervisors (Board) approved contracts with 19 training agencies, including those in the Recommendations, as a result of a successful Request for Qualifications (RFQ), in the aggregate amount of \$1,829,960 to provide training courses to sworn and non-sworn Department personnel from April 1, 2019 through March 30, 2024.

On October 27, 2020 (Item No. 59), the Board approved Amendment No. 1 to increase the contract amounts with the following agencies: Embassy Consulting Services, LLC (Contract No. 19-151), Thrive Academics, Inc. (Contract No. 19-162), and DPrep, Inc. (Contract No. 19-165). The amendment increased the aggregate amount by \$325,000, from \$1,829,960 to \$2,154,960, with no change to the contract term.

On January 11, 2022 (Item No. 23), the Board approved Amendment No. 1 to increase the contract amounts with the following agencies: Ami Davis (Contract No. 19-158), Armitage Tactical (Contract No. 19-155), Certified Safety Instructors (Contract No. 19-148), and Serrato & Associates, Inc. (Contract No. 19-164). The amendment increased the aggregate amount by \$375,000, from \$2,154,960 to \$2,529,960, with no change to the contract term.

The Department released a Request for Proposal (RFP) on January 10, 2024 after a time consuming reassessment of its training needs and resources. In order to allow sufficient time to solicit and award contracts to the new vendors, the Department reached out to all current training providers to offer the option to extend the current contract term by three months to avoid a gap in services while new contracts are awarded, and only 15 out of the 19 agreed to extend the contract term. Three of those 15 contractors changed their names since they were originally contracted, as follows:

- Tasha's Training & Consulting, LLC, now known as TTC4Success, Contract No. 19-152
- National Council on Crime & Delinquency, now known as Evident Change, Contract No. 19-166
- Edwards Leadership Group, now known as Thrive Academics, Inc., Contract No. 19-162

Approval of the Recommendations will extend the current term of the 15 contracts by an additional three months, past the 5-year maximum contract term, from March 30, 2024 through

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June 30, 2024, and include updates to the contract language that include Russia Economic Sanctions, Campaign Contribution Disclosures, and where applicable electronic signature language. No other changes are made to the contracts. Approval of this item will allow the Department sufficient time to complete the RFP procurement process, which was released January 10, 2024, to solicit vendors to provide training courses upon expiration of the current contracts, for a contract period of July 1, 2024 through June 30, 2029.

**PROCUREMENT**

On April 16, 2018, RFQ No. PROB18-PROB-2903 was released through the County's Electronic Procurement Network (ePro) to solicit qualified vendors to provide training courses in accordance with the Plan in various subjects to sworn and non-sworn Department personnel. Only 11 Qualification Packets (Packets) were received, and it was determined that a second RFQ was necessary to increase participation and meet the required BSCC minimum course requirements. On June 5, 2018, RFQ No. PROB18-PROB-2964 was released through ePro. A total of 33 RFQ applications were received and evaluated, only 21 Packets met the required qualifications, two were non-responsive and did not want to enter into a contractual agreement with the County.

The Department released RFP No. PROB24-PROB-5236 on January 10, 2024. Approval of these amendment extensions will allow the Department time to solicit and award contracts to new vendors.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Maria Insixiengmay, Deputy County Counsel, 387-5455) on December 21, 2023; Purchasing (Christina Reddix, Buyer III, 387-2060) on December 29, 2023; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on January 19, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 19, 2024.

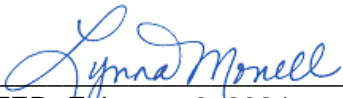
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: February 6, 2024



cc: Probation - Drury w/agrees  
Contractor - c/o Probation w/agree  
File - w/agree  
CCM 02/13/2024